



**ARRIVAL & DEPARTURE
BRIEFING FOR THE
70TH UNGA**

September 3, 2015

UNITED STATES MISSION TO THE UNITED NATIONS



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 70th UNGA
September 3rd, 2015**

RESOURCES

U.S. MISSION

PHONE

FAX

Mr. Thomas J. Buda	212-415-4407 (Desk)	212-415-4162
--Port Courtesies (Arrivals)	646-510-0010 (BB)	
--Diplomatic Flights/Over Flights	Email: budat@state.gov	
Mr. Jason T. Lang	212-415-4453 (Desk)	212-415-4162
--Port Courtesies (Arrivals)	Email: langjt@state.gov	
--Escort Screening (Departures)	Email: airportescorts@state.gov	
Ms. Paula A. Thomas	212-415-4037 (Desk)	212-415-4162
--Port Courtesies (Arrivals)	Email: thomaspa3@state.gov	
--Escort Screening (Departures)	Email: airportescorts@state.gov	
After Hours Telephone	212-415-4444	

U.S. DEPARTMENT OF STATE

Mr. Rodney Bethea	202-736-7158 (Desk)	
--Diplomatic Aircraft Clearances	202-549-7148 (BB)	
	Email: betheard@state.gov	
E-Gov Port Courtesies (Arrivals)	202-647-4074 (Desk)	
	202-997-4923 (BB)	
	Email: portcourtesies@state.gov	
Mr. Daniel DiLeo	202-895-3500 ext. 4 (Desk)	
--Airport Escort Screening	Email: escortscreening@state.gov	
Courtesies (Departures)		
Department of State	202-647-1512	
Operations Center (24/7)		



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 70th UNGA
September 3rd, 2015**

BRIEFING SCHEDULE

3:00 – 3:10 PM	Welcoming remarks/Introductions James B. Donovan, Minister Counselor USUN Host Country Affairs
3:10 – 3:30 PM	Courtesies of the Port (Arrivals) Office of the Chief of Protocol, Washington DC
3:30 – 3:50 PM	Diplomatic Aircraft Clearance Office of International Security Operations, Washington DC
3:50 – 4:10 PM	Airport Escort Screening Courtesies (Departures) US Mission to the United Nations Host Country Affairs
4:10 – 5:10 PM	Airport Operations - Private Flights, Airport Access, Motorcades and Parking <ul style="list-style-type: none">• Customs Border Protection (CBP)• Port Authority Operations• Port Authority Police Department (PAPD)• Transportation Security Administration (TSA)
5:10 – 5:15 PM	Questions and Answers
5:15 – 5:30 PM	Conclusion/Meet and Greet

Agents and representatives from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.



Courtesies of the Port

(Request for Facilitation on Arrival)

* This is for Arrivals only, and is not to be used for departure requests

Definition

A Port Courtesy or “Courtesy of the Port” provides Foreign Government Officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for Port Courtesies are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP). Port Courtesies are only granted to the individual(s) traveling in an official business capacity and will not be provided for personal travel. Foreign Missions are responsible for submitting requests for Port Courtesies on behalf of the traveling dignitary and delegation members. The expedited processing and clearance of the dignitary and delegation members occurs at the FIRST international port of entry into the United States. Any additional domestic flight connections neither receive nor require Port Courtesy assistance.

Who is eligible?

Below is an extensive list of those foreign dignitaries who are eligible for a Port Courtesy request. The Office of the Chief of Protocol is required to adhere strictly to this list when receiving requests for Port Courtesies from the Foreign Missions. Please note, that any children of a qualifying dignitary flying independently are not eligible for a Port Courtesy.

- **Chief of State/Head of Government (*and their traveling parties*)**
- **First Lady/Spouse of Chief of State/Head of Government**
- **Former Chiefs of State/Heads of Government (*and their traveling parties*)**
- **Vice President/Deputy Prime Minister**
- **Cabinet Ministers/Cabinet Secretaries (*and their traveling parties*)**
- **Deputy Cabinet Ministers/Deputy Cabinet Secretaries (*and their traveling parties*)**
- **State Minister/State Secretary**
- **Members of Royal Families**
- **Members of Parliament/Congress**
- **Chief of Mission *accredited to the United States***
- **Chief of Mission *designate to the United States***
- **Spouse of Chief of Mission accredited to the United States**
- **Permanent Representative to the United Nations *in New York***
- **Permanent Representative *designate* to the United Nations *in New York***
- **Highest Judicial Tribunal Justices (*example: Supreme Court Justices*)**
- **High-Ranking Foreign Military Officers not posted to an Embassy or Consulate**
- **Other High-Ranking Officials as designated by the Office of Chief of Protocol at the Department of State**



Courtesies of the Port

(Request for Facilitation on Arrival)

- As of February 2012, all requests for Courtesies of the Port must be made through the electronic **e-Gov system**. Please refer to the detailed information provided on pages 8-13 of this guide.
- In order to use the e-Gov Port Courtesies module, you must EMAIL the “Application for OFM Web Site Account” request form to the Office of Foreign Missions email at: OFMeGovHelpDesk@state.gov (application can be found on the e-Gov user guide).
- You may contact the Office of Foreign Missions help desk by e-mail at ofmhelpdesk@state.gov or by telephone at 202-895-3564 for more information.
 - They will add the Port Courtesies module to your e-Gov account.
 - For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact DOS Operations Center at 202-647-1512 and ask for the Port Courtesy Officer.
- USUN Host Country Affairs section will be available to assist if needed.
- e-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>

- **For additional instructions and information, please refer to our website at: www.usun.state.gov/about/host_aff/index.htm. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at (212) 415-4131 for assistance.**

Airport Courtesies - Windows Internet Explorer

http://usun.state.gov/about/host_aff/c32161.htm

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Airport Courtesies

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YOU ARE IN: About USUN > Host Country Section > Airport Courtesies

Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive, legislative, judicial, or administrative department or agency of that government."

COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at first port of entry at major U.S. airports. If authorized, it moves "high-ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). As of February 2012, all requests for "Courtesies of the Port" must be made through the e-Gov system. In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account to the Office of Foreign Missions (application can be found on the e-Gov user guide at <http://www.state.gov/documents/organization/185717.pdf>). You may contact the Office of Foreign Missions help desk by e-mail at ofm.govhelpdesk@state.gov or by telephone at 202-895-3564 for more information. They will add the Port Courtesies module to your e-Gov account. For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact the DOS Operations Center at 202-647-1512 and ask for the Port Courtesies Officer. The USUN Host Country Affairs section will still be available to assist if needed.

- e-Gov user guide: <http://www.state.gov/documents/organization/170450.pdf>

If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further instructions. It may be possible to obtain Port Courtesies using the link below for the "Courtesies of The Port" form. This form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

[Courtesies Of The Port Request Form](#)

ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security for "Ministerial or Cabinet" rank officials. This "Escort Screening Courtesy" is available only to dignitaries protected by U.S. armed security detail. Dignitaries protected by U.S. armed security detail do not need to request this assistance from the U.S. Mission. Dignitaries not protected by U.S. armed security detail must request this assistance from the U.S. Mission. For assistance contact: 212-415-4037 or 212-415-4453

[Escort Screening Courtesies Request Form](#)

ent escort officer at major U.S. airports. Available only two (2) business days prior to the scheduled departure date of the dignitary or delegation. Aircraft security facilitated by the accompanying detail; aircraft cannot be afforded "Escort Screening

Question: Where can I download a copy of the Courtesies of Port e-Gov User Guide?

Answer: Go to http://usun.state.gov/about/host_aff/c32161.htm and select link under "COURTESIES OF THE PORT" entitled "E-Gov User Guide"

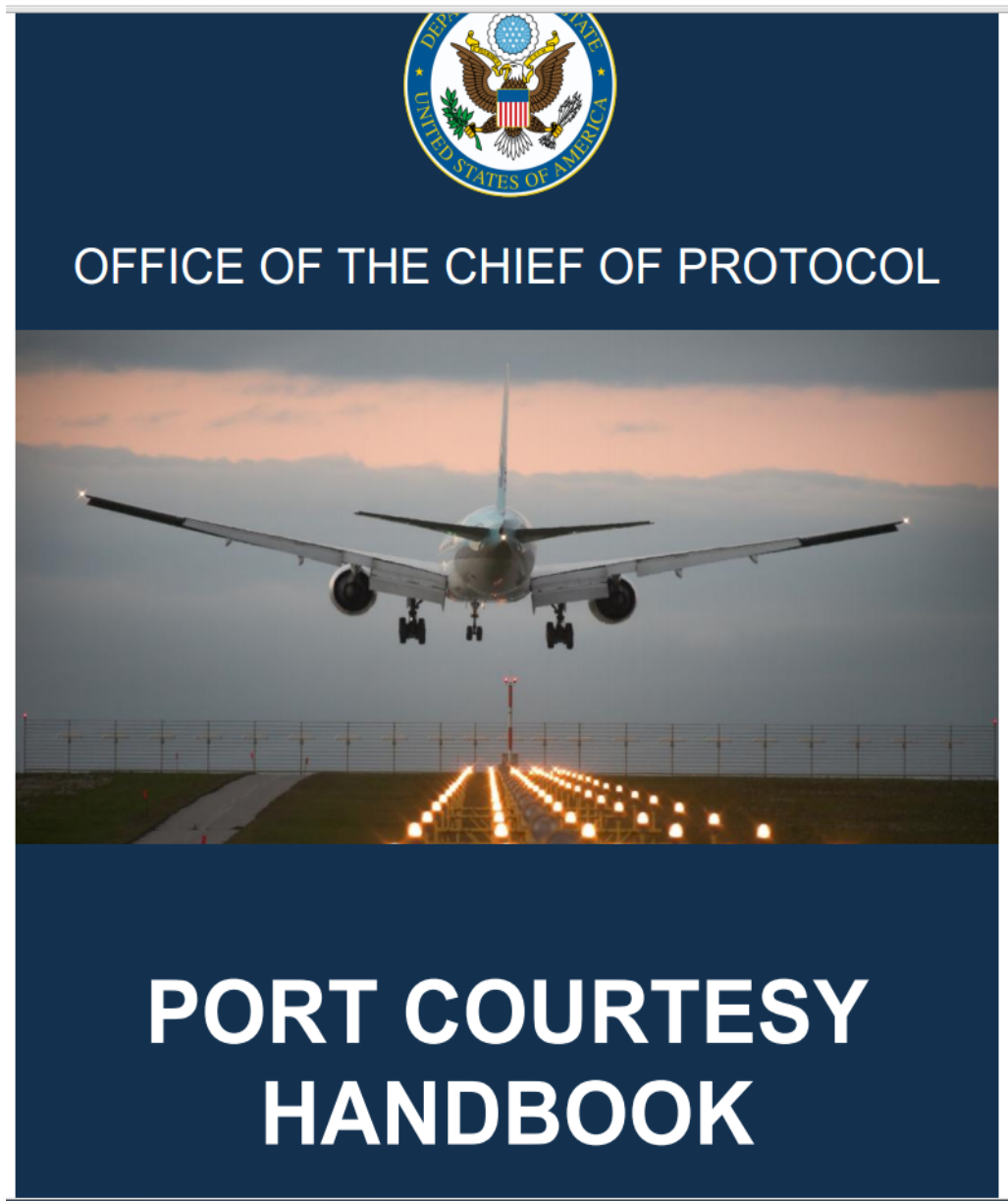
Do not use this form.

http://usun.state.gov/about/host_aff/c32161.htm

E-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>

Please download a copy of the Courtesies of Port e-Gov User Guide to use as a personal reference. This 30-page user guide provides specific directions for submitting a Port Courtesies request and contains important information regarding all aspects of Courtesies of the Port.



Office of Foreign Missions' Website

How to Access OFM E-Gov

<http://www.state.gov/ofm/>

US Department of State, x

www.state.gov/ofm/

U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

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Office of Foreign Missions

OFM
OFFICE OF FOREIGN MISSIONS
U.S. DEPARTMENT OF STATE

The Foreign Missions Act (22 U.S.C. 4301-4316) provides the legal foundation to facilitate secure and efficient operations of U.S. missions abroad, and of foreign missions and international organizations in the United States. Congress mandated the creation of the Office of Foreign Missions (OFM) in the Act to serve the interests of the American public, the American diplomatic community abroad, and the foreign diplomatic community residing in the United States ensuring that all diplomatic benefits, privileges, and immunities would be properly exercised in accordance with federal laws and international agreements.

The Office of Foreign Missions has four missions:

- Employment of reciprocity to ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel through reciprocity;
- Regulation of the activities of foreign missions in the United States in a manner that will protect the foreign policy and national security interests of the United States;
- Protection of the United States public from abuses of privileges and immunities by members of the foreign missions; and
- Provision of service and assistance to the foreign mission community in the United States to assure appropriate privileges, benefits, and services on a reciprocal basis.

OFM also provides a range of services to the foreign diplomatic community, including issuance of vehicle titles, vehicle registrations, driver's licenses, and license plates; processing of tax exemption and duty-free customs requests; and facilitation of property acquisitions through local zoning law procedures. By assisting, advising, and regulating

OFM presses for fair treatment of U.S. personnel abroad while assuring foreign diplomats based in the United States receive the same treatment that each respective government provides in return. Additionally, OFM assists foreign missions in dealing with local government offices in the United States.

Resources

- ▶ **OFM E-Gov System**
- ▶ Frequently Asked Questions
- ▶ Contact Us

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Short URL:
<http://go.usa.gov/3AfW5>

Highlights

- 07/15/2015: Diplomatic Note 15-632: Verification of Consular Posts Headed by Honorary Consular Officers
- 06/29/2015: Diplomatic Note 15-539: Transfer of Accreditation Responsibilities
- 06/16/2015: Notice: Gentry Smith Confirmed as Director of OFM
- 05/07/2015: Notice: Video Available of Recent Foreign Mission Banking Seminar
- 04/09/2015: Notice: Photos No Longer Required for Driver's License Application
- 03/17/2015: Notice: Change to Chicago OFM Customer Service Window Hours
- 02/20/2015: OAS Note No. 10-8: Proper Use of OAS Premises for Social and/or Charitable Events
- 02/12/2015: Diplomatic Note 15-99: Proper Use of Chancery and Consular Premises for Social and/or Charitable Events

Office of Foreign Missions E-Gov Account Logon

Users should go to <https://ofmapps.state.gov/eGov/public/login.jsp>. If a user already has a User ID and password, they should input this information. Users who need access to the system should select “Request access to this system,” which is circled below in red.



The image shows the login page for the U.S. Department of State Office of Foreign Missions E-Gov system. The page features the Department of State seal and the title "U.S. Department of State Office of Foreign Missions". Below the title is a "Welcome to OFM E-Gov" message and a prompt to enter credentials. There are two input fields for "User Name" and "Password", followed by "Login" and "Reset" buttons. A red box highlights the "Request access to this system" link, which is also pointed to by a red arrow from a large red box on the left. Another red box on the right contains the text "Registered users: Enter logon information here" with a red arrow pointing to the password field. Below the login fields are links for "Photograph and Signature Card", "Privacy Act Statement", "Paperwork Reduction Act Statement", and "How are we doing?".

U.S. Department of State
Office of Foreign Missions

Welcome to OFM E-Gov

Please enter your credentials to access the system.

User Name

Password

Login Reset

[Request access to this system](#)

[Photograph and Signature Card](#)

[Privacy Act Statement](#)

[Paperwork Reduction Act Statement](#)

[How are we doing?](#)

Access Request for OFM e-Gov Application



The image shows the "Access Request for OFM e-Gov Application" page. It features the Department of State seal and the title "U.S. Department of State Office of Foreign Missions". Below the title is the heading "Access Request for OFM e-Gov Application" and a prompt to use the list below to determine eligibility. There are two sections: "Eligibility" and "Instructions". The "Eligibility" section lists two requirements: "Account User must be an accredited member of the Mission administrative staff." and "Embassy Administrative Officer must approve all user requests." The "Instructions" section lists five steps: "Click the link below to open the Account Request Form.", "Print out the Account Request Form.", "Sections 1 and 4 must be filled out for all requests.", "Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.", and "Section 5 is for Office of Foreign Missions use." Below the instructions is a red box highlighting the "Link to Account Request Form" link, which is also pointed to by a red arrow from a large red box on the right. Below the link is a "Return to Login Page" link.

U.S. Department of State
Office of Foreign Missions

Access Request for OFM e-Gov Application

Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system.

Eligibility

- Account User must be an accredited member of the Mission administrative staff.
- Embassy Administrative Officer must approve all user requests.

Instructions

- Click the link below to open the Account Request Form.
- Print out the Account Request Form.
- Sections 1 and 4 must be filled out for all requests.
- Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.
- Section 5 is for Office of Foreign Missions use.
- Fax completed forms to Director of OFM Systems at the fax number listed on the form.

[Link to Account Request Form](#)

[Return to Login Page](#)

OFM E-Gov New User Application



U.S. Department of State

*OMB APPROVAL NO.1405-0105
EXPIRATION DATE:03-31-2018
ESTIMATED BURDEN:10 MIN.

APPLICATION FOR OFM WEBSITE ACCOUNT

Email application to OFM HelpDesk at OFMeGovHelpDesk@state.gov

Type of Request

<input type="checkbox"/> New Account	<input type="checkbox"/> Change to Existing Account	<input type="checkbox"/> Delete Account
--------------------------------------	---	---

Section 1 Applicant Information

Mission

1. Surname	2. Given Name	3. Middle Initial	4. PID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Date of Birth (mm-dd-yyyy)	6. Telephone Number	7. E-mail Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 2 User Acknowledgement

I understand that I am authorized to use this account for the sole purpose of requesting certain privileges and benefits provided by the U.S. Department of State to the mission(s) listed in Section 4 of this application. Any other users of this account are strictly prohibited. I will not divulge my login or password to any other person. I will notify the OFM HelpDesk if I have any reason to believe my password has been compromised. I further acknowledge that improper use could result in administrative action against me.

Print Name
Signature Date (mm-dd-yyyy)

Section 3 Account Access (check applicable sections)

<input type="checkbox"/> All	<input type="checkbox"/> Bonded Warehous	<input type="checkbox"/> Port Courtesies
<input type="checkbox"/> Accreditation	<input type="checkbox"/> Customs	<input type="checkbox"/> Tax
<input type="checkbox"/> Airport Escort	<input type="checkbox"/> DMV	<input type="checkbox"/> White House Tours

Privacy Act and Paperwork Reduction Statement

***AUTHORITIES:** The information is sought pursuant to Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); International Organizations Immunities Act (22 U.S.C. 288e (a)); Foreign Missions Act of 1982 (22 U.S.C. 4301-4316) as amended.

PURPOSE: The purpose of this form is to authorize access to the Office of Foreign Missions' electronic data submission (e-Gov) system. The information solicited on this form will be used to determine eligibility and create user accounts for the e-Gov system.

Email completed application to OFM Help Desk at:
OFMeGovHelpDesk@state.gov

Submitting a Port Courtesy

Once a user has received E-Gove account logon information, access the E-Gov program from the U.S. Department of State's Office of Foreign Missions Website at

<http://www.state.gov/ofm>

First time users will enter the User Name and Password provided to them by the system administrator. Ensure that your cursor is positioned in the **User Name** data entry field. Use the mouse to point with the cursor, then [CLICK] the left mouse button in the User Name text window and type your Logon ID that has been provided. Use the [TAB] key to position the cursor in the **Password** text box, then [CLICK] the left mouse button in the Password text window and enter your password. With the left mouse button [CLICK] the **Login** button or press [ENTER] key.

After logging into the e-Gov program using assigned User Name and Password combination, the system will advance the user to the **Main Menu**.



The screenshot displays the web interface of the U.S. Department of State Office of Foreign Missions. At the top left is the official seal of the Department of State. To its right, the text "U.S. Department of State" and "Office of Foreign Missions" is displayed in a large, blue, serif font. Below this, a dark blue horizontal navigation bar contains several links in yellow text: "Main Menu", "Request a New Service", "View Service Requests", "View Profile", and "Logoff". The "Main Menu" link is highlighted with a yellow background. Below the navigation bar, the text "Main Menu" is centered in a bold, black font, also highlighted with a yellow background. Underneath, three links are listed in blue, underlined text: "Request a New Service", "View Service Requests", and "View Your User Profile". At the bottom of the page, a light blue box contains the text "Logged in as: TESTER" and "Logged in since: Tue, 12/14/2010 10:35:19".

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[Main Menu](#) | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

Main Menu

[Request a New Service](#)
[View Service Requests](#)
[View Your User Profile](#)

Logged in as: TESTER
Logged in since: Tue, 12/14/2010 10:35:19

Port Courtesy Request

Once logged into the system, the user will be at the main menu page. Here the user has the option to either “Request a New Service” or “View Service Requests.”



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Main Menu | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

Main Menu

[Request a New Service](#)
[View Service Requests](#)
[View Your User Profile](#)

Logged in as: TESTER
Logged in since: Tue, 12/14/2010 10:35:19

Use this link to Request a New Service.

...or you may also use this link.



U.S. Department of State
Office of Foreign Missions

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

Customs	Bonded Warehouse Ordering
DMV	Vehicle Registration Vehicle Title Replacement Plates Driver License/Non-Driver ID
Tax	Tax Exemption Card Exemption from Utilities Taxes Exemption from Gasoline Taxes
Protocol	Notification of Appointment Notification of Change Notification of Termination
Whitehouse Visit	Request for Chief of Mission Tour
Travel	Courtesies of Port



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

* This is for Departures only, and is not to be used for arrival requests

Definition

Under the Airport Escort Screening Courtesies (AESC) program, qualifying foreign officials can be assigned a Department of State Airport Escort Officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States.

Who is eligible?

Foreign officials who are the functional equivalents of United States Cabinet-level officials are eligible for the services provided under the AESC program when they are not escorted by the U.S. Secret Service, Department of State's Diplomatic Security Service, or other recognized U.S. government protective details. The dignitary's spouse and children under the age of 12 may also receive services under the AESC program when accompanying the dignitary.

*Please note that a country's view of a particular official's rank and entitlement to AESC on departure may differ from the view of the Department of State. As the U.S. is providing AESC on departure as a courtesy, the Department of State will determine whether a particular foreign official is entitled to AESC on departure.

*High level dignitaries who are boarding an aircraft at one airport in the United States for another U.S. airport are also eligible for Airport Escort Screening Courtesies at the airport of departure. Please consider requesting such courtesies for internal (domestic) flights as well as flights departing the U.S. for international destinations.



Airport Escort Screening Courtesies (Request for Facilitation on Departure)

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Remarks on Peacekeeping at the 69th Regiment Armory

That is what we expect of peacekeeping in the 21st century. Peacekeepers willing to defend a set of core principles enshrined by our United Nations... And peacekeepers willing to stand up – rather than stand by or stand down – when the people they are entrusted with defending come under attack.

– Ambassador Samantha Power

Representing the United States at the United Nations

the BLOG

FROM WHITEHOUSE.GOV

WED, AUGUST 05
U.S. Takes New Steps to Combat Wildlife Trafficking Alliance to raise awareness, change behavior, and reduce demand for illegally traded wildlife.

SUN, JULY 26
President Obama Travels to Kenya and Ethiopia commitment to expanding economic growth and trade, strengthening democracy on a global scale,...

WED, JULY 22
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08/13/15 Statement on the Syrian Regime's Ongoing Use of Barrel Bombs in Civilian Areas; U.S. Permanent Representative to the United Nations Samantha Power

08/13/15 Remarks at a UN Security Council Briefing on Ebola; U.S. Permanent Representative to the United Nations Samantha Power

08/07/15 Closing Keynote Remarks at the Youth Assembly at the United Nations

08/07/15 Remarks at the Security Council Stakeout following the Adoption of Resolution 2235 on Chemical Weapons in Syria; U.S. Permanent Representative to the United Nations Samantha Power

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My rmks today on why we can't take eye off Ebola now—must get to zero, strengthen health & response systems. 1.usa.gov/1Wmjv2T Expand

Samantha Power @AmbassadorPower 20m
In #UNSC, told inspiring story of Liberian Dr. Philip Ireland: Ebola nearly took his life, now he trains next gen of doctors in his country Expand

<http://www.usun.state.gov>



Airport Escort Screening Courtesies (Request for Facilitation on Departure)

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the BLOG FROM WHITEHOUSE.GOV

WED, AUGUST 05
U.S. Takes New Steps to Combat Wildlife Trafficking Alliance to raise awareness, change behavior, and reduce demand for illegally traded wildlife.

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President Obama Travels to Kenya and Ethiopia commitment to expanding economic growth and trade, strengthening democracy on a global scale,...

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08/13/15 Statement on the Syrian Regime's Ongoing Use of Barrel Bombs in Civilian Areas; U.S. Permanent Representative to the United Nations Samantha Power

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Samantha Power @AmbassadorPower 17m
My rmks today on why we can't take eye off Ebola now—must get to zero, strengthen health & response systems. 1.usa.gov/1Wmjv2T
Expand

Samantha Power @AmbassadorPower 22m
In #UNSC, told inspiring story of Liberian Dr. Philip Ireland: Ebola nearly took his life, now he trains next gen of doctors in his country
Expand

*Under the tab labeled “about USUN”, select the link for “Airport Courtesies”



Airport Escort Screening Courtesies (Request for Facilitation on Departure)

Escort Screening Courtesies Request Form

Airport Courtesies

usun.state.gov/about/host_aff/c32161.htm

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Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies for; "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This airport assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A high-ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive or administrative department or agency of that government."

COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at first port of entry at major U.S. airports. If authorized, a special lane moves "high-ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). As of February 2012, all requests for Courtesies of the Port must be made through the e-Gov system. In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account request form to the Office of Foreign Missions (application can be found on the e-Gov user guide at <http://www.state.gov/documents/organization/185717.pdf>). You may contact the Office of Foreign Missions help desk by e-mail at ofmgothelpdesk@state.gov or by telephone at 202-895-3564 for more information. They will add the Port Courtesies module to your e-Gov account. For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact DOS Operations Center at 202-647-1512 and ask for the Port Courtesy Officer. USUN Host Country Affairs section will still be available to assist if needed.

- e-Gov user guide: <http://www.state.gov/documents/organization/170450.pdf>

If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further instructions. It may be possible to request Port Courtesies using the link below for the "Courtesies of The Port" form. This form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

Courtesies Of The Port Request Form

ESCORT SCREENING COURTESIES for DEPARTURE

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department to "Ministerial or Cabinet" rank officials. This "Escort Screening Courtesies" form must be submitted at least three (3) business days prior to the departure of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft will also have their departure through airport security facilitated. For assistance contact: 212-415-4037 or 212-415-4453

Diplomatic Note HC-73-14 - Update to Escort Screening procedures

[Escort Screening Courtesies Request Form](#)

OVERFLIGHT AND LANDING CLEARANCES

Complete the form and save as a "Word" document. Email as an attachment to:

Airportescorts@state.gov

Example of the “Request for Escort Screening Courtesies” form is located on the following page.



U.S. DEPARTMENT OF STATE

REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO

AIRPORTESCORTS@STATE.GOV. PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

Date of Request:	DATE OF REQUEST month/day/year (Example: January 30, 2004)	Passport Nationality:	ENTER PASSPORT NATIONALITY
		Passport Number:	ENTER PASSPORT NUMBER
Full Name of Traveler:	NAME OF OFFICIAL		
Official Title:	TITLE OF OFFICIAL		
Date of Birth:	OFFICIAL'S DATE OF BIRTH month/day/year (Example: January 30, 2004)	Country of Birth:	OFFICIAL'S COUNTRY OF BIRTH
		City of Birth:	OFFICIAL'S CITY OF BIRTH
Point of Contact:*	ENTER NAME OF CONTACT		
Organization:	ENTER MISSION/EMBASSY		
Telephone & Fax Numbers:	Phone:	Extension:	Fax:
After Hours Telephone Number(s):	PROVIDE AFTER HOURS PHONE NUMBER		
E-Mail Address for Confirmation:	ENTER EMAIL ADDRESS		

FLIGHT ITINERARY

	If traveling from or to Washington DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No. ENTER AIRLINE AND FLIGHT NUMBER	Departure Airport AIRPORT DEPARTING FROM (i.e., JFK)	month/day/year MONTH/DAY/YEAR OF DEPARTURE	Time TIME OF DEPARTURE
	Arrival Airport DESTINATION AIRPORT (i.e. PARIS, FRANCE)	month/day/year MONTH/DAY/YEAR OF ARRIVAL AT DESTINATION	Time TIME OF ARRIVAL AT DESTINATION AIRPORT
Airline and Flight No. USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION	Departure Airport Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page: ☐ Yes ☐ No



U.S. DEPARTMENT OF STATE

REQUEST FOR ESCORT SCREENING COURTESIES

Full Name of Traveler:	
Official Title:	
Nationality:	

FLIGHT ITINERARY CONTINUATION

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No. <small>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</small>	Departure Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport <div style="background-color: #f0f0f0; padding: 2px;">Airport</div>	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

- Request forms are available on the U.S. Mission to the United Nations website at:

WWW.USUN.STATE.GOV

- Request forms **must** be saved as a “Word” document and e-mailed three (3) full business days prior to the dignitary’s departure.
- Notifications **must** be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to:

AIRPORTESCORTS@STATE.GOV

- In order to prevent delays: Request forms **must** be sent via e-mail – IF you do not receive an automatic response that your request has been received within 15 minutes of sending your request, it is imperative that you contact the USUN Airport Escort Screening Officers at 212-415-4037 or 212-415-4453
- Please **do not** send a duplicate request form to our Washington office. Multiple requests for the same dignitary results only in confusion, and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them; do not send a separate request.
- Dignitaries departing on diplomatic (special) aircraft **cannot** be afforded “Escort Screening Courtesies” on departure.
- The request form must be completed as indicated on the previous two pages.
- **Important:** Should the Escort Officer not be able to reach the POC/VIP within 24 hours of departure, the VIP will be at risk of not receiving these

courtesies due to cancellation of the assignment because the POC was unreachable.



Diplomatic Aircraft Clearance

Definition

A diplomatic aircraft clearance is the U.S. Government approval, to a foreign government request, for a foreign state aircraft to enter and operate within the national airspace of the United States (to include overflight of Puerto Rico and the U.S. Virgin Islands) in accordance with a specific purpose, itinerary, aircraft, and crew.

Who needs to request a diplomatic aircraft clearance?

- Foreign missions in the United States must request a diplomatic clearance for all foreign military, government owned or civil aircraft chartered solely to carry an official VIP into U.S. national airspace. If approved, the Department of State will issue a Diplomatic Clearance Number (DCN). Foreign state aircraft are prohibited from entering U.S. national airspace without a DCN. Failure to obtain a DCN in advance could result in the aircraft being diverted to another location.
- The DCN authorizes the crew to operate a specific aircraft strictly in accordance with the itinerary and details as shown in the diplomatic request and approval.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**, e.g., Delta, United or other foreign carriers.

How to file for clearance:

- Foreign missions must submit diplomatic aircraft clearance requests via the web-based Diplomatic Clearance Application System (DCAS).

- For questions concerning DCAS contact Mr. Rodney Bethea at betheard@state.gov.



Diplomatic Aircraft Clearance

When to file for diplomatic aircraft clearance?

- Foreign missions **must submit diplomatic aircraft clearance requests a minimum of three (3) full business days in advance** of the planned arrival into U.S. national airspace. For this purpose, a business day is considered to be Monday through Friday, excluding U.S. Federal Holidays.
- Foreign missions also must submit requests to amend a previously approved request at least three (3) full business days in advance of the planned arrival into U.S. national airspace.
- The Department of State will consider exceptions to the three (3) full business day rule for the following circumstances:
 - To support urgent medical, humanitarian, or disaster relief emergencies.
 - To support short-notice, official VIP governmental meetings, which are hastily, arranged requiring senior government officials to travel on short notice.

Who should submit Diplomatic Aircraft Clearance requests? ***(Embassy or Permanent Mission)***

- Permanent Missions are strongly encouraged to have their embassy in Washington, DC file all DCAS requests electronically.
- Most embassies in Washington have trained and experience DCAS-operators.
- After reviewing the embassy's request, the DCAS Administrator will electronically send an approval notice to the submitter via the DCAS system.
- The Embassy can then inform the Permanent Mission of the approval.

- Please avoid sending duplicate requests to both the U.S. Permanent Mission to the United Nations and to the U.S. Department of State. Multiple requests for the same flight could result in confusion and delays.



Diplomatic Aircraft Clearance

Port Authority of NY & NJ aircraft parking limitations

- During UNGA, the New York/New Jersey Port Authority limits parking and servicing of diplomatic aircraft to two (2) hours at John F. Kennedy, Newark Liberty, LaGuardia and Teterboro Airports.
- Aircraft commanders are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- **THIS IS STRICTLY ENFORCED BY ALL AIRPORT AUTHORITIES.**

Where to get additional information?

Department of State
Office of International Security Operations: Diplomatic Aircraft Clearance Procedures



<http://www.state.gov/t/pm/iso/c56895.htm>



Diplomatic Aircraft Clearance

To obtain a Diplomatic Clearance Application System (DCAS) account, access <https://dcas.state.gov> . Click on the “Request Account” link located in the upper right-hand corner (just below the Department of State seal), and fill in all required information. The DCAS Administrator will review and approve the request, or contact the applicant for additional information.



<https://dcas.state.gov>



John F. Kennedy, Newark Liberty and LaGuardia Airports

Private Aircraft

Motorcade and Parking

Port Authority of NY & NJ - John F. Kennedy International, Newark Liberty and LaGuardia Airports

Introduction

The United Nations 70th General Assembly is fast approaching. We are privileged to join together in celebration of this historic occasion, and as one of the gateway airports, we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

During this time, the Port Authority looks forward to working with you to ensure the most successful visit of your dignitary. This year will bring changes that will effect operations at John F. Kennedy Airport such as: reduced number of parking locations for special/private flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from JFK Airport at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation,
The Port Authority of NY & NJ

Aircraft

Private Aircraft – This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Due to the high volume of aircraft traffic and reduction of aircraft parking locations, The Port Authority of NY & NJ has instituted a **two (2) hour** restriction on ground parking for all foreign military and state aircraft. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to another location.
- Overnight parking of foreign military or state aircraft at John F. Kennedy International, Newark Liberty, LaGuardia or Teterboro Airport is strictly prohibited.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to the parking site.
- Port Authority Operations will determine all Private aircraft parking locations – contact information is provided below.
- In addition, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport arrival to coordinate all ground handling services and all airport fees (landing and parking).
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location with this two (2) hour window.

Special Flights – Same as Private Aircraft with the following additions:

- For aircraft larger than a B747-8, prior permission is required at least 72 hours in advance from Port Authority Operations.
- Certain types of aircraft are prohibited from landing due to their size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800 WXBRIEF (1-800-992-7433)

Alternate Aircraft Airport Parking Locations

- Wrightstown/McGuire Air Force Base, New Jersey (KWRI)
- Dover Air Force Base, Delaware (KDOV)
- Newburgh/Stewart International, New York (KSWF)
- Charleston Air Force Base, South Carolina (KCHS)
- Scott Air Force Base, Illinois (KBLV)

Commercial Flights - this information is similar for arrivals and departures:

- Greeters please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at JFK Airport, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights

there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.

- Please advise the responsible airline directly for any special requirements you may have.

Airport Parking at John F. Kennedy International Airport

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, diplomatic exempt parking fees are available.

*(**Please see supplement #2 for further details.)*

Motorcades

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the JFK Long Term Parking lot on Lefferts Blvd. **This is a change from our previous location.** *(**Please refer to the directions in Supplement #1 of this document.)*

Once a car is put into position in the motorcade, it must stay in that place with the driver. **Also, for special flights and rampside movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle.** We are **limiting the number of vehicles in the motorcade to ten (10) vehicles; this includes the principles limousine and security vehicles.** We are also **limiting the number of motorcades to a private/special flight to two (2) per aircraft.** This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle, and escorted to the appropriate terminal or ramp.

Transportation Security Administration (TSA) Screening

Per TSA policy, all members of the delegation, except for the principal and a very limited number of other persons receiving US Secret Service or US Department of State Diplomatic Security protection, must pass through the screening process prior to departure.

Contact Information

Port Authority of NY & NJ Police John F. Kennedy International Airport

VIP Sergeant at Police Building 269
718-244-4305, 718-244-4335 or 718-244-3813
Sgt. John Passarotti - jpassarotti@panynj.gov

Port Authority of NY & NJ Operations John F. Kennedy International Airport

Assistant Airport Duty Manager & VIP/Diplomatic Flight Coordination
Aeronautical Operations at Building 145
Marlene Mizzi - mmizzi@panynj.gov ; telephone 718-244-3797
ALL JFK VIP Email - JFK_VIP@PANYNJ.GOV

Port Authority of NY & NJ Operations Newark Liberty International Airport

Executive Officer
973-961-6798
Lt. Steven Skific – sskific@panynj.gov

Port Authority of NY & NJ Police LaGuardia Airport

VIP Lieutenant
718-533-4028, 718-533-3904 (24 hour desk)
Lt Scott Glazer – sglazer@panynj.gov

Port Authority of NY & NJ Operations LaGuardia Airport

Chief of Operations, PA Operations – Terminal B
718-533-3605, 718-533-3700 (24 hour desk)
Kevin Dauwalter - kdauwalt@panynj.gov

Fixed Base Operations (FBO) – For private aircraft ground services:

Sheltair Aviation - John F. Kennedy International Airport, Building 145

347-566-6620; jfkcsr1@sheltairaviation.com

Sheltair Aviation - LaGuardia Airport, Terminal A

718-779-4040

Signature Aviation – Newark Liberty International Airport

973-624-1660; Eric Richardson

JFK Airport – Supplement #1

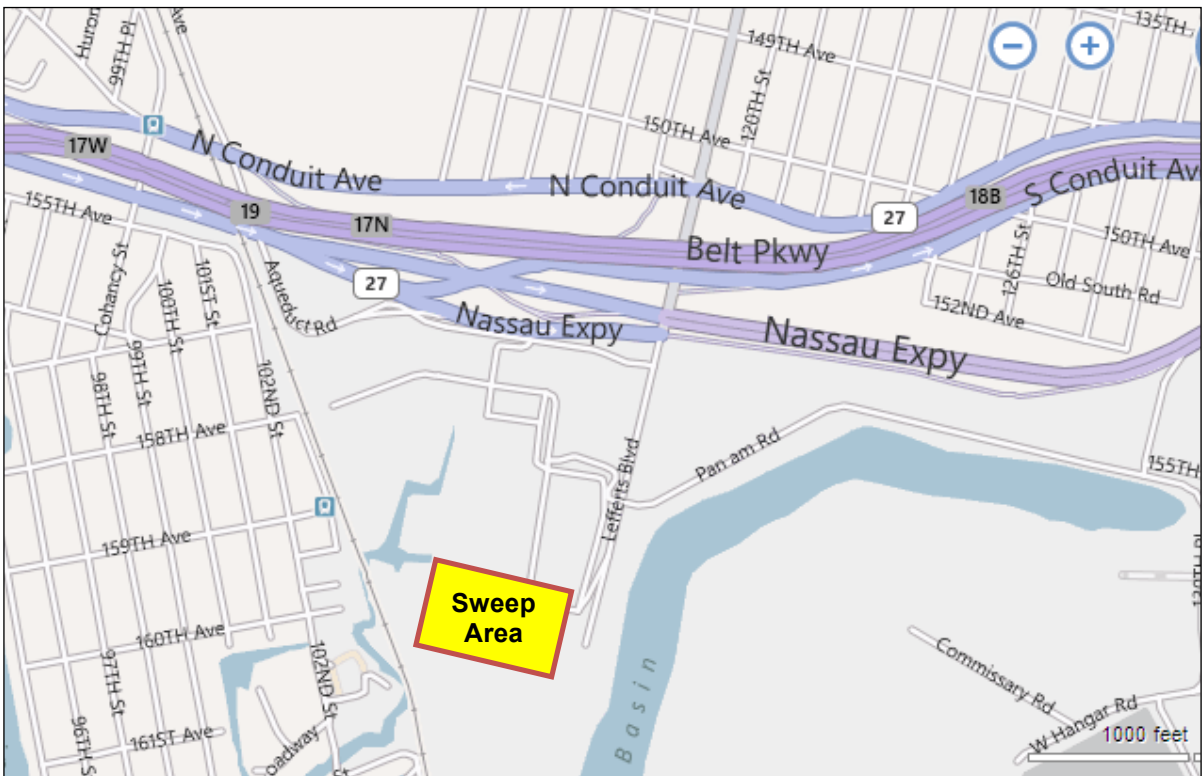
DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT LONG TERM PARKING ON LEFFERTS BLVD

From Brooklyn on the Belt Parkway

1. Take Belt Pkwy East toward Kennedy Airport
2. At exit 19, take ramp right for Nassau Expressway toward Lefferts Blvd / Long Term Parking lot
3. Turn right onto Lefferts Blvd
4. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side.

From the southbound Van Wyck Expressway (I-678)

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport
2. At exit 1W, take ramp right toward Belt Pkwy West / Verrazano Br
3. Keep straight onto RT-27 West / N Conduit Ave
4. Take ramp left for Belt Pkwy West toward Verrazano Br
5. At exit 18B, take ramp right for RT-27 West / N Conduit Ave toward Aqueduct Racetrack/ Lefferts Blvd / JFK Long Term Parking lot
6. Turn left onto Lefferts Blvd
7. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side



JFK Airport - Supplement #2

Diplomatic Exempt Parking Information

John F. Kennedy International Airport Exempt Parking Information

In order to conform to the Transportation Security Administrations security regulations and to facilitate the movement of the diplomatic community through John F. Kennedy International Airport, it now provided that diplomatic vehicles be exempt from parking fees at Terminal parking lots provided that;

- The vehicle bears US Department of State Diplomat license plates,
- **and**
- It is for a period less than 24 hours.

It will no longer be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants have been advised of the policy change and if problems arise, the vehicle operator should have the attendant contact the Port Authority parking supervisor to resolve the issue.

Port Authority Supervisor: 718-244-8158

****Please note that this procedure does not apply to dignitaries under US Government protection.**

Newark Liberty International Airport

Directions to Motorcade Staging Area

Motorcade staging area is in front of Building 1 off Conrad Road.
Departing motorcades are met by PAPD at Exit 14 (near the toll booth) for the New Jersey Turnpike.



LAGUARDIA AIRPORT

DIRECTIONS TO MOTORCADE SWEEP AREA

1. Take I-278 (BQE) East to Grand Central Pkwy East.
2. Take exit 5 toward Astoria Blvd / 82nd Street / Terminal A.
3. Slight right at Astoria Blvd.
4. Merge left onto 23rd Ave.
5. Turn left at 82nd St. (over the GCP).
6. Continue onto Ditmars Blvd.
7. Turn right at light onto Marine Terminal Rd.
8. Turn left at Fiorello Lane.
9. The sweep area is the parking lot on the right hand side, located on the south side of Hangar #7.

